



DESIGN REVIEW APPLICATION CHECKLIST ■ Part 1

NOTE: If this application is in the Bayfront, Eastern Territories, Redevelopment Area, or adjacent to a city boundary or highway/transit corridor, two (2) additional sets will be required.

Site Plan (Submit folded to 8.5" x 11" size; 24 sets are required.)

All Site Plan items below are **REQUIRED** as part of your submittal. Please note that additional requirements may be necessary for your particular project. Please confirm with Planning staff before submittal.

STAFF REQUIREMENTS:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | ■ Project location, legal description and assessor's parcel number |
| <input type="checkbox"/> | ■ Property owner's name and address |
| <input type="checkbox"/> | ■ Name of person or firm who prepared the plans & date of preparation |
| <input type="checkbox"/> | ■ Vicinity map and north arrow |
| <input type="checkbox"/> | ■ Number of parking spaces required, number, and size of parking spaces provided |
| <input type="checkbox"/> | ■ Boundaries of subject property with dimensions |
| <input type="checkbox"/> | ■ Show all existing and proposed buildings and structures. Include dimensions and label land use and square footage for each building activity area. |
| <input type="checkbox"/> | ■ Show distance between buildings and/or structures |
| <input type="checkbox"/> | ■ Location and dimensions of backflow prevention device |
| <input type="checkbox"/> | ■ Existing and proposed walls, fences, etc., indicating height, design, and materials |
| <input type="checkbox"/> | ■ Parking layout, pedestrian walks, loading and trash areas |
| <input type="checkbox"/> | ■ Location of all existing trees or manmade features which are to remain or to be removed |
| <input type="checkbox"/> | ■ Location, type, and size of all existing and proposed utilities
(The facilities to be shown include, but are not limited to: electric transformer boxes, fuse boxes, telephone boxes, post indicator valves, and fire department connectors [standpipes], etc.) |
| <input type="checkbox"/> | ■ Show all easements |
| <input type="checkbox"/> | ■ Location of existing and proposed signs |
| <input type="checkbox"/> | ■ Lot coverage and floor area ratio (FAR) |
| <input type="checkbox"/> | ■ Driveway widths and locations |
| <input type="checkbox"/> | ■ Adjacent streets, alleys, and properties (including adjacent structures) |
| <input type="checkbox"/> | ■ Trash areas with screening |
| <input type="checkbox"/> | ■ Delineation of phasing, when applicable |
| <input type="checkbox"/> | ■ Scale no less than 1 foot=30 feet |

Documents

All "■" items are **REQUIRED**. Please check box before additional item(s) if included with submittal.

STAFF REQUIREMENTS & ADDITIONAL ITEMS

- | | |
|--------------------------|---|
| <input type="checkbox"/> | ■ Development Processing Application form |
| <input type="checkbox"/> | ■ Completed Project Description & Justification form (Appendix A) |
| <input type="checkbox"/> | ■ Disclosure Statement (Appendix B) |
| <input type="checkbox"/> | <input type="checkbox"/> Development Processing Agreement (Appendix C) |
| <input type="checkbox"/> | <input type="checkbox"/> Operational Profile |
| <input type="checkbox"/> | <input type="checkbox"/> Preliminary Soils/Geological Report |
| <input type="checkbox"/> | <input type="checkbox"/> Noise Study |
| <input type="checkbox"/> | <input type="checkbox"/> Traffic Study |
| <input type="checkbox"/> | <input type="checkbox"/> Preliminary Title Report |
| <input type="checkbox"/> | <input type="checkbox"/> Preliminary Environmental Review Application Package (separate fee required) |
| <input type="checkbox"/> | <input type="checkbox"/> Water Conservation Plan |
| <input type="checkbox"/> | <input type="checkbox"/> Air Quality Improvement Plan |

Elevations (24 sets are required.)

Fold to 8.5" x 11". Include a scale on all drawings.

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ Elevation views of each side of all buildings, structures, walls and/or fences, signs, and exterior lights
<input type="checkbox"/>	■ Illustrative cross sections and enlargements of architectural elements or details as needed
<input type="checkbox"/>	■ Conceptual signage (location, size, type)
<input type="checkbox"/>	■ All exterior building materials shall be clearly labeled on each sheet of elevations

Conceptual Landscape Plans (24 sets are required.)

Fold to 8.5" x 11". Include a scale on all drawings.

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ Plant material matrix
<input type="checkbox"/>	■ Suggested plant palette, indicating conceptual location of trees, shrubs, and groundcover
<input type="checkbox"/>	■ Trees to remain or be removed
<input type="checkbox"/>	■ Berming and/or mounded areas (showing contours & height)
<input type="checkbox"/>	■ Exterior lighting (location & style)
<input type="checkbox"/>	■ Percentage of Landscaped area to total site
<input type="checkbox"/>	■ Plazas, sidewalks, or other hardscape elements, such as special paving
<input type="checkbox"/>	■ Concept Design Statement with "Design Objective"

Floor & Roof Plans (24 sets are required.)

Fold to 8.5" x 11". Include a scale on all drawings.

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ Floor plans with square footage included
<input type="checkbox"/>	■ Location & size of storage areas

Site Utilization Plan (24 sets are required.)

This map should show the location of the site and the relationship of the proposed project to existing surrounding uses. The map shall indicate the proposed project site plan and all of the following items within a 600-foot radius. (An aerial photo may be used if features are properly labeled.)

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ All parcel lines and streets (R.O.W., improvements, drainage facilities)
<input type="checkbox"/>	■ Location and use of structures
<input type="checkbox"/>	■ Adjacent access and circulation
<input type="checkbox"/>	■ Existing zoning & land use boundaries

Conceptual Grading Plan (24 sets are required.)

STAFF	REQUIREMENTS
<input type="checkbox"/>	■ Indicate existing contours both on-site and a minimum of 50 feet beyond the project boundaries
<input type="checkbox"/>	■ Indicate direction of existing and proposed drainage, finish grade, and finish floor elevations
<input type="checkbox"/>	■ Indicate proposed grading, structures, curbs, walls (height), gutters, pavement, drainage, structures, swales, mounding, slopes, open space, and trails.
<input type="checkbox"/>	■ Include distance, spot elevations, gradients, contours, details, cross section, flow arrows, etc.
<input type="checkbox"/>	■ Cross section at all site boundaries, to scale, showing existing and proposed grading, cut versus fill conditions, wall heights (including retaining walls), and elevation differences (maximum and minimum conditions) between off-site structures and those on site
<input type="checkbox"/>	■ Earthwork quantities (borrow and disposal areas)
<input type="checkbox"/>	■ Retaining walls (top and footing elevations)

Other Exhibits & Plans (One set only.)

All "■" items are REQUIRED. Please check box before additional item(s) if included with submittal.

STAFF	REQUIREMENTS & ADDITIONAL ITEMS
<input type="checkbox"/>	■ Color & Materials Board Samples should include roofing, paint, stain finishes and textures, canvas and plastic coverings, special glass application and frames, wrought iron or other custom design elements, masonry choices mounted on an illustration board.
<input type="checkbox"/>	■ Site Photographs Provide 35 mm photographs clearly showing views of and from the project site, including adjacent structures and significant neighboring developments. Photographs should be mounted on an 8.5" x 11" board (maximum size) and labeled.
<input type="checkbox"/>	<input type="checkbox"/> Colored & Rendered Elevation & Landscape Plans (Not required with first submittal.) One set of colored site plans and elevations shall be submitted to the project planner after the project has been deemed complete.
<input type="checkbox"/>	<input type="checkbox"/> Reduced Site Plan, Floor/Elevation, & Landscape Plans (Not required with first submittal.) Projects scheduled for public hearing require one 8.5" x 11" reduction of site plans and elevations to be submitted to the project planner two weeks prior to the public hearing.
<input type="checkbox"/>	<input type="checkbox"/> Public Hearing Images (Not required with first submittal.) Provide color slides or digital photos on diskette for use at the public hearing. Subject and number of photos will be determined by the project planner and must be submitted two weeks prior to the public hearing.